

DATE: December 11, 2003

TO: County Emergency Management Directors

FROM: Ronald R. Kasperski, State HazMat Officer

**SUBJECT: Course Recruitment: EPA 165.15 HAZARDOUS MATERIALS TECHNICIAN
COURSE - (P15)**

Wisconsin Emergency Management is sponsoring an **EPA 165.15 Hazardous Materials Technician course - (P15)**. Starting on **March 15-19, 2004** at the **Chippewa Valley Area Technical College in Eau Claire, WI**. The course will begin at 8:00 a.m. on Monday, March 15th, and conclude at approximately 4:30 p.m. on Friday, March 19, 2004. Dress is casual.

The purpose of this course is to train emergency responders to the standards established by the EPA under the guidance of 29 CFR 1910.120 for the Technician level.

We are requesting that you recruit attendees from within your emergency management community who would benefit from this training. Recruitment should be from Regional and County teams, counties developing a response team, or interested departments. Additional candidates could also come from law enforcement, fire service, public works, EMS, volunteer agencies, and hospitals.

If people travel more than **50 miles one way**, and do not desire to commute, **we will make reservations** for participants at a local motel in the Eau Claire, WI area. Expenses for **travel, meals** and any other costs associated with your stay is a local responsibility. Additional administrative information will be provided in a letter of confirmation that will be sent when the course roster is finalized.

Please have prospective participants complete the attached registration form and return the form to your Regional Office no later than **FEBRUARY 15, 2004**.

Thank you for helping us to bring emergency management training to your community. If you should have any questions, or need further information, please call your Regional Director, or the State Hazmat Officer, Ron Kasperski, at (608) 242-3228, e-mail at Ronald.Kasper@dma.state.wi.us.

Encl: Registration Form

c: WEM Management Staff
Regional Offices
Hazardous Material Response Teams
Marshall Schlichting
Financial Specialist

REGISTRATION INFORMATION

HAZARDOUS MATERIALS 165.15 TECHNICIAN COURSE - (P15)

MARCH 15-19, 2004

CHIPPEWA VALLEY TECHNICAL COLLEGE, EAU CLAIRE, WI

Please complete the information below and send it to your County Director no later than February 15, 2004. County Directors must submit this registration to their Region office no later than February 16, 2004. Due to the demand for emergency management training, we recommend that you submit your applications as soon as possible. (Reproduce this sheet locally for additional people.)

(print clearly)

NAME _____

TITLE: _____ AGENCY _____

SOCIAL SECURITY: _____
(MUST BE PROVIDED TO REGISTER)

HOME ADDRESS: _____

CITY _____ ZIP _____ COUNTY _____

WORK PHONE # _____ FAX#: _____ E-mail _____

State Privacy Provision

Authorization: Wisc Stats 166.03 and E.O. 9397.

Disclosure: Disclosure of personal information is voluntary; however, nondisclosure may result in delay in processing your application. Secondary Purpose: In accordance with Wisconsin Privacy Provision 15.04(m) Wisc Stats, the personal information you provide may be used for purposes other than for which it was collected.

LODGING INFORMATION

____ I live within 50 miles and don't need a room.

____ I live more than 50 miles away; please reserve a room for the following nights:

PLEASE CIRCLE THE NIGHT(S) YOU WANT RESERVED

SUNDAY, MARCH 14, 2004

MONDAY, MARCH 15, 2004

TUESDAY, MARCH 16, 2004

WEDNESDAY, MARCH 17, 2004

THURSDAY, MARCH 18, 2004

Do you require any special accommodations for a physical disability?

Signature of Department Head or Employer _____

Signature of County Director _____

Signature of Regional Director _____